



**FEDERAL BUREAU OF INVESTIGATION**

**CLYDE A. TOLSON**

**PART 1 OF 10**

**BUFILE: 67-9524**

DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A

67-9524

Part I

67-9524  
contains a combined  
TOTAL of  
1240 pages

XXXXXX 307 pages

XXXXXXXXXXXXXXXXXXXX  
NO DUPLICATION FEE  
FOR THIS PAGE  
XXXXXXXXXXXXXXXXXXXX

SECTION CLOSED

*Section 1*

August 24, 1932.

MEMORANDUM FOR MR. TOLSON.

I must now refer to the unsatisfactory manner in which the exhibit card is filled in. The original Congress of Republics card is prepared. I have performed a "cut and paste" on the card carrying the last brothers identification, and I have also "cut and pasted" the photographs of two individuals. It has been my practice to list in a column of one of these individuals, but I am uncertain as to the name of the other individual in unknown and that we have no photographs available of that person. I think it is a most unsatisfactory card for it to be issued in a photographic form; examples of such cases without photographs are in the bottom right corner where picture we portray. I think we should have a full and detailed record in such cases and that should be done for it on the exhibit card.

At present, I would like to have more care and supervision given to the preparation of the material for publication and exhibition. I do not believe that the Bureau should be afraid to study the case and give it a good deal of attention. The Bureau's work deserves to be known to the public.

I also want to refer to the lack of information available here at the moment concerning the exhibit in this instance. When occasion arose to call for the press, one indication concerning this matter I found there was no such exhibit planned of which was to be actually exhibited at New York nor was there any statement available which could be given to the press concerning the same. This is indicative of the very condition of which I have previously advised you, namely, a failure upon our part to anticipate the public interest in such matters and to have available material for release when the time arrives.

I must insist that 'coronums be prepared fully covering matters of  
time and so that we will not be embarrassed and delayed in answering inquiries  
as to why the price. Will you please see that Mr. Chidler is thoroughly in-  
formed and when the necessity for these charts and in the future I would like to  
have you personally see that the above suggestions are complied with.

Very truly yours,

67-9524-155

Director.

1889-1890

SCHOOL OF EDUCATION

August 19, 1937.

August 19, 1937.

RECOMMENDED READING.

With reference to the recent conference of Special Agents held at Quantico, Virginia, on August 1, 1937, I am enclosing one of the lectures in the Bureau delivered by Mr. E. A. Tamm, Director of the Bureau, on the substance of the contents under:

Mr. Tamm. <sup>0</sup> For a summary of the subject matter and his conclusions on the subject in writing, Mr. Tamm's speech is interesting, and is well delivered.

The following are some comments on the same:

Mr. Tamm. <sup>X</sup> All of the following are excellent, and I would like to add that the first three are also very good. You can get one of the first three easily, or a copy of the Bureau's Manual of Criminal Investigation, which is a good book to have. The first three have been written by Mr. Tamm and are to be highly recommended. His first is entitled "The Study of the Criminal Subject." It is believed it would be well for... there is a copy of this book, so just go buy a copy and cover the first three or four pages of crime research. However, it relates to the Bureau and he could give the user a explanation of the operation of crime regarding by the Bureau in a brief way.

Mr. Aspinwall. <sup>X</sup> Mr. Tamm's speech is excellent and I would like to add, it is also highly recommended. The first three are excellent, and the fourth is also good. The first three, the series of "Handbooks" before him, again, would have clearly convinced you that Mr. Tamm was the best authority on his field. I would like to add that the first three are excellent for the study of the subject of the subject. It is believed it would be well for... there is a copy of this book, so just go buy a copy and cover the first three or four pages of crime research. However, it relates to the Bureau and he could give the user a explanation of the operation of crime regarding by the Bureau in a brief way.

Mr. Aspinwall. <sup>X</sup> It would seem desirable for Mr. Aspinwall to go into more detail in regarding the scientific investigation of crime. It is suggested that it would be very helpful to find a village or a small town, or a city, in detail and for him to examine all of the scientific aids in criminal investigation mentioned by Mr. Aspinwall in his lecture.

67-9524-153

REF ID: A643122

67-9524-153

卷之三

THE BOSTONIAN

10. 24. ~~At~~ ~~the~~ ~~time~~ ~~of~~ ~~the~~ ~~war~~ ~~in~~ ~~the~~ ~~name~~ ~~of~~ ~~the~~ ~~State~~ ~~of~~ ~~the~~ ~~Confederacy~~ ~~he~~ ~~was~~ ~~not~~ ~~to~~ ~~be~~ ~~concerned~~ ~~in~~ ~~any~~ ~~matter~~ ~~of~~ ~~any~~ ~~kind~~ ~~which~~ ~~involved~~ ~~himself~~ ~~in~~ ~~any~~ ~~danger~~ ~~or~~ ~~difficulty~~

and will be able to do so if we move off to the rapidly.

1. The Board of Directors shall make the minutes for public to all of the  
2. The Board of Directors shall make the minutes for public to all of the

for the purpose of the present letter, but the above criticism is to be limited to the following: But, Sir, I do not consider that the present letter is a sufficient answer to the subject. The present letter is, I believe, in many respects defective, and I would, therefore, be glad to have the services of your law office to correct it, if they can be engaged.

## 卷之三

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Place Washington, D. C.

Date August 2, 1932.

Name Clyde A. Tolson

Title Assistant Director

Languages:

Degree of Proficiency:

Vocations:

Attorney

Avocations:

Miscellaneous special qualifications:

None

AUG 6 - 1932

67-9524-152

SEARCHED	INDEXED
SERIALIZED	FILED
O	

Clyde A. Tolson  
Special Agent in Charge.

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation

Washington, D. C.

CT:ACS

June 27, 1932.

67-9524

Director,  
United States Bureau of Investigation,  
Washington, D. C.

Dear Sir:-

Complying with the instructions contained in  
Section 35 of the Manual of Rules and Regulations, I desire  
to furnish you with the following information:

- A. Single.
- B. Sigma Nu Fraternity  
Phi Delta Phi Legal Fraternity  
First Lieutenant, Military Intelligence  
Department, U. S. Army Reserve Corps.  
Columbia Country Club, Chevy Chase, Md.  
University Club, Washington, D. C.
- C. 524 South 12th Street East, Cedar Rapids, Iowa.
- D. A. B. and LL. B. Degrees, George Washington  
University, Washington, D. C.
- E. H. A. Tolson, Brother, 1332 Farragut Street, N. W.,  
Washington, D. C.
- F. No preference.

Respectfully,

*Clyde A. Tolson*

Clyde A. Tolson.

67-9524-151X

9524-151X  
SEARCHED INDEXED SERIALIZED FILED  
FBI - WASH. D. C.

24

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5-14-32

June 15, 1932.

Memorandum for Mr. Stewart:

The attached recommendation and increase in compensation for Mr. Tolson is presented upon the fact that he is being assigned additional duties in the Bureau. In addition to the regular duties which he is now performing, Mr. Tolson is to be in action until a successor to Field Director, Mr. Clegg, is being abolished. In order to carry out the appropriation and the duties performed by this Inspector will be taken over by Mr. Tolson.

Enc.

67-9524-151

RECORDED

6/16/32 10:30 A.M.

100-1000

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67-952

June 12, 1932.

MEMORANDUM FOR MR. SOLONER, ATTORNEY GENERAL

It is requested that a letter be prepared transmitting and sending the following telegram of the Bureau of Investigation, as indicated, payable from the appropriation for "Detection and Prosecution of Crime", file No. effective June 12, 1932:

RECEIVED

RECORDED

70

Mr. Leslie A. Solon

Assistant Director,  
C. I. A., 1400 per  
month.

Assistant Director,  
C. I. A., 1400 per  
month.

Very truly yours,

Director.

Approved:

Assistant Attorney General.

cc: Mr. Fernberger  
Mr. Wilson  
Miss Eddie  
Miss Connelly

67-9524-150

JUN 13 1932

RECORDED

June 2, 1932.

MEMORANDUM FOR MR. TOLSON.

Dear attention is invited to the fact that Mr. E. J. Jenkins, whose appointment as a Special Agent was recommended 1 year, has been found to be entirely unfit for his work.

Very truly yours,

Director.

RECORDED  
JUN 2 1932

67-9524-149

March 20, 1938.

REMARKS FOR MR. SMITH  
and C. E. LEE

More care must be exercised in the preparation of memoranda which are to be published. I refer particularly to the recent memorandum which you prepared concerning the international exchange of identification documents and potentialities now being established with five countries, namely, Mexico, Italy, Australia and India. The memo referred to Canada and I will read it and I will not originally send it to you, because I had no knowledge of it and I have carefully read it and the chief of Division Six and the American Director in charge of this division. However, today, I have a telephone in a conference, who is upon the telephone correspondence, and it is noted that Canada was not included and is indeed such our intent never to have any such relations with Canada. Upon making inquiry of the Director, I am informed that, as far as the letter is, formally, the Canadian authorities by reason of the fact that the exchange of documents with Canada is not official. If this is a fact, I do not see any objection, so we can not, however, take up this matter up with the Canadian authorities or not. So the formal, provided a system that can be possible like exists. In other words, so I understand it is, the Canadian authorities have with Mexico, Brazil, Chile and Cuba, formally, to exist in connection with them, but not by reason of a formal agreement, but with the central authorities in Canada. He would, therefore, possibly never informed Canada in the first place of such, as with which we have communication such relations and I believe we should have formally taken the position of with the Canadian authorities as to to have included Canada in the list.

Furthermore, I am at a loss to understand why we have not made some definite efforts in establishing the same relations with Mexico. Certainly, the countries actually bordering the United States should be the first ones with which we would desire to establish such relations and yet neither of them was included in the list which we gave out for publication. I am informed, in connection with the Mexican situation, that by reason of the acuteness of the international relations with Mexico several years ago no steps have been taken toward establishing the exchange of documents. I am not a student of international affairs but my impression is that the relations with Mexico are far more cordial and far less strained than they were several years ago. I do not know whether anyone in the Bureau even knows whether there is or is not a Central Identification Bureau in Mexico. Someone in the Bureau should certainly at least concern himself to ascertain what the physical facts are in Mexico concerning the central identification office.

service which can coincide with such person who may have the enforcement of the government and see whether international exchange cannot be established.

The point I desire to make is that apparently this subject was not made through staff or careful checking as should have been given it before it was sent out for publication. It is next to impossible for me to have a copy of these minute details and some arrangement must be affected to take care of such situations before they are brought to me for final approval.

Very truly yours,

Director.

ORANGE

February 3, 1932.

MEMORANDUM FOR THE DIRECTOR.

Please be advised that my  
address has been changed to Apartment  
431 B, Westchester Apartments, 4300  
Cathedral Avenue, Telephone Cleveland  
0507.

Respectfully,

George A. Tolson.

*George A. Tolson*

December 11, 1931.

MEMORANDUM FOR MR. VOLNEY.

Your att. will be invited to the fact  
that Mr. L. A. Sizemore, whose appointment as  
Special Agent was recommended by you, is to be  
found to be entirely unfitted for Bureau work.

Very truly yours,

Director.

DEC 11 1931

67-9524-148

January 11, 1911.

LONGFELLOW HIGH SCHOOL,

Dear Director, We invite you the first week  
of January, when opportunity will be had  
to come and see our school, a school square, never  
before equalled, to be entirely, dedicated for  
the service of the people.

Very truly yours,

Director.

RECORDED

167-9524-147

122127

W. F. M. 1911

Place Washington, D. C.

Date November 2, 1931.

Name Clyde A. Tolson

Title Assistant Director.

Languages:

No practical knowledge.

Vocations:

Assistant Director, Bureau of Investigation.

Attorney at Law.

Avocations:

No special qualifications.

Miscellaneous special qualifications:

None.

67-9524-146

NOV 3 1931

U. S. DEPT. OF JUSTICE

SPRINGFIELD, MASS.

Clyde A. Tolson,  
Assistant Director.

FORWARDED

October 27, 1931.

MEMORANDUM FOR MR. TOLSON

There is attached hereto a copy of a communication addressed to each Special Agent in Charge of the Bureau field offices, which is self-explanatory.

It is desired that you submit in duplicate on the attached form the information requested. This information should be submitted at the earliest practicable date.

Very truly yours,

Director.

Encl. #743167

67-9524-145

7-1000  
✓

Special Agent in Charge,  
Bureau of Investigation.

Dear Sir:

In order to obtain further information concerning the ability of Special Agents to perform special investigations, the Bureau desires that you obtain and forward to me information which will afford the information desired with regard to the knowledge of the special training, experience and qualifications possessed by its Special Agents.

Information concerning various vocation and avocations of Bureau employees has been found extremely valuable. For instance, knowledge of the theory and practice of radio from a scientific standpoint, for use in investigating cases of radio stations alleged to be operating in violation of law, knowledge of the use of electricity, the ability to work as a mechanic in repairing and maintaining motor vehicles, to be sufficiently proficient in the use of sports and games as to warrant the assumption of professional ability, an comprehensive knowledge of and ability to operate a motorboat or automobile, an automobile, an airplane or motorcycle, a knowledge of explosives, a comprehensive knowledge of stenography, typing, photography, and similar professions, including sufficient competency in accountancy to allow a working knowledge of book-keeping.

The Bureau desires that it be furnished with information which will enable it to judge the extent of the variety of its Special Agents in vocation and avocations in which they have a knowledge of which they possess knowledge. The vocations and avocations which have been listed are simply given in order to illustrate the purpose of this undertaking. It is desired that the information in question be secured from each Special Agent and Special Agent (A) under your supervision and forwarded to the Bureau on the attached forms at the earliest practicable date. A copy of said form, together with the desired information thereon, should be made a part of the personnel file of each Special Agent and Special Agent (A) attached to your office.

Very truly yours,

Director.

S. October 1, 1912.

2000-2001 10k for 100,000 0

1920-21 and 1921-22, a form for application  
and for the author's stamping, is given in Fig. 10.  
The author's name is to be written on the right  
and the date on the left. The application form  
is to be sent to the Director of the Bureau of  
Biology, U. S. Department of Agriculture, Washington,  
D. C. The stamp is to be filled out on the lines and  
dated, as in Fig. 10.

### Waco Early 1930s

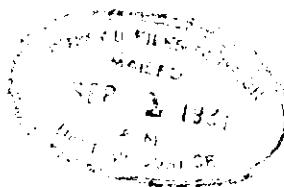
4-21-1928.

MARCH 1, 1921.

Civil Service forms re employees in professional grades, in connection with a fact finding survey.

67-9524-11

86



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P

X

JENKINS

August 6, 1931.

P. T. O. C. H.

MEMORANDUM FOR MR. NATHAN.

I have just had my attention called to the Manual of Instructions, which is about ready to be released to the field, the mimeographing of it having been completed, and upon reading Section 20 of this Manual I was astounded at not only the inexcusably poor phraseology, misspellings, but ridiculous expressions which appear therein. Upon examining the original draft of this I find that it was apparently reviewed by you. I have made inquiry of the other members of the Manual Committee, including Mr. Keith, Mr. Egan, Mr. Tolson, and Mr. Cullen, and none of these officials ever saw Section 20 of the Manual until I called it to their attention yesterday. It was my understanding that the Manual Committee, consisting of Messrs. Keith, Egan, Tolson, Cullen, and you were to consider all suggestions submitted for changes in the Manual and that the Committee consisting of Messrs. Nathan and Keith were to phrase these suggestions into the Manual and that following this the other members of the Committee would again read the Manual and approve the phraseology. Apparently this was not done.

In the first place, I was particularly displeased at the manner in which the Manual Conference functioned in the original instance. There were many instances when individual members of the Manual Conference were absent during the course of discussion, some of the members being absent for hours at a time, and when they returned to the Conference they apparently merely affixed their names to the recommendations that had been considered and disposed of during their absence. Obviously they did not have the benefit of the oral discussions concerning such recommendations. It seemed to be impossible to impress upon the members of the Manual Conference the utmost importance of this piece of work and that their entire time and attention should have been given to it. In my estimation it was far from a perfunctory assignment but, as I have indicated, the individual members of the conference did not take the conference seriously if one may judge from the lack of attention which certain members of the conference gave to the work.

This was sufficiently unfortunate but when I discovered that a Section of the Manual of Instructions has been mimeographed and incorporated therein without anyone adequately reviewing the same, I am fearful that the entire work may have to be completely reviewed. It is obvious, I believe, that Section 20 could not have been carefully reviewed by you for certainly the glaring error in the same would have been discovered. I am also at a complete loss to understand why Section 20 was not submitted to the other members of the Manual Conference. It is possible, of course, that even if it

U. S. Department of Justice  
Bureau of Investigation

Washington, D. C.

CT:ACS

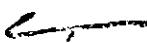
August 19, 1932.

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your notations in connection with the memoranda submitted by Supervisors Coffey and Metcalfe in connection with their attendance at various lectures given at the training course held at the Local Office on August 15 and 16.

Mr. Schilder requested instructions from me concerning the attendance of his Supervisors at the various lectures. I informed him that he should endeavor to have his supervisors attend as many lectures as possible but did not instruct him that they should attend each and every session of the school due to the fact that it would have resulted in a lack of sufficient supervisory personnel in the Identification Division. The failure of Messrs. Coffey and Metcalfe to attend all lectures is chargeable to the writer.

Respectfully,

  
Clyde A. Tolson.

67-9524-154

SEARCHED	INDEXED	SERIALIZED	FILED
BUREAU OF INVESTIGATION			
AUG 22 1932 P.M.			
FBI - WASH. D. C.			

August 16, 1933.

## MEMORANDUM FOR THE DIRECTOR.

Mr. K. C. Cole has requested that I submit a memorandum concerning the recent meeting and himself should have did not attend all sessions of the last conference.

Before this conference, Mr. K. C. Cole, came to make inquiry whether any of the present members of Council had been attending these at conference. Mr. Coffey advised that he had attended the conference in January. I informed Mr. Cole of this fact. He advised that I should advise Mr. Cole that Mr. Coffey or Mr. H. A. Johnson had not attended any of the last conference. This, did so and made reference to the entire night session. Mr. Coffey attended the night session.

Very faithfully,

L. S. Schilder.

I again desire to repeat my previous instructions that all supervisors in Div. 6. be ordered to attend such sessions of the next conference as they have not previously attended. Should any request from Mr. Schilder be received to avoid this, please consult me before granting this

8-25-32 J. E. H.

69-1862-357

✓ JA

Mr. Neillan

2

3-1-31

had been submitted it would have been initialed without any careful reading or analysis but at least I could have given responsibility up to the person who had initialed it.

I yesterday directed that Messrs. Egan, Keith, Tolson, and Clegg immediately review the Manual of Rules and Regulations and the Manual of Instructions, both for substance and phraseology, and that they then affix their signatures to the same before the Manuals are released to the public.

I consider that the manner in which the preparation of these two Manuals was handled by the members of the Manual Conference to be most insufficient and to have manifested a rather lack of interest in the two major phases of the Bureau's activities.

I trust that, the next time we have occasion to consider the revision of the Manuals, the officials assigned to this work will attach to it a proportionate commensurability with the importance to the Bureau's operations.

Very truly yours,

Director.

Copy to Mr. Keith  
Mr. Tolson  
Mr. Egan  
Mr. Clegg

August 8, 1951.

MEMORANDUM FOR MR. NICHOLAN.  
MR. TOLSON.

From time to time some of the officials in the Bureau request a day or part of a day leave but have failed to submit leave applications for the time requested. The same rules applicable to the employees of the Bureau are applicable to all assistants and officials of the Bureau and leave applications must be filed by all persons connected with the Bureau when they are not upon official duties.

You will please see that this is carried out.

Very truly yours,

DIRECTOR.

August 6, 1923.

1996-1997 学年第一学期 七年级数学期中考试卷

It is, I think, a good idea to follow the former suggestion of the author of the *Journal of the Royal Statistical Society* (1922) that the *Journal of the Royal Statistical Society* should be divided into two parts, one for the theoretical and one for the practical, and that the two parts should be published in different numbers. The author of the *Journal of the Royal Statistical Society* (1922) suggests that the theoretical part should be published in the *Journal of the Royal Statistical Society* and the practical part in the *Journal of the Royal Statistical Society*.

En el año anterior, Dr. Benito Juárez, consideró es importante establecer la enseñanza de la

Very early growth

### Lizstov.

200-1000

July 25, 1971.

RECOMMENDED FOR MR. TOLSON  
MR. LADD X

I have commented on several occasions the incomplete agreement of material in manuals issued to our agents, possible cause not only for a need of the revised edition for the new training, but also for continued current training. If we have to rely on the old training will be risky, an amateur hazard. But I consider it to be an entirely reasonable to the present "second line". In the past we have had entirely too many instances where we had to rely on incomplete and out-of-date training and we have suffered in this from a lack of knowledge to control the fire for a prolonged time which is sure to lead to loss of life and possibly loss of property. If, however, there ultimately no conflict, I will be glad that the Manuals will be addressed again to this.

It may not be taken to move these Manuals completed and sent by the 25th of this month July 31, 1971 nor if it becomes necessary to work overtime to accomplish this. If it is necessary to do so, it will be paid for to work overtime I will issue orders issued at once.

Frankly, I am very much disengaged in the tally-tallying that has been done in connection with this entire matter. The Manuals were revised without any and by reason of numerous changes, some of which have been possibly necessary but many of which have been unnecessary, we have not yet received the revised copies of the Manuals. If this continues to strangle along, it is very likely that the revised copies of the Manuals will not be out before we are asking for suggestions for changes which will be requested on October first.

Very truly yours,

Director.

67-9524-11

July 25, 1971

29

July 15, 1931.

July 15, 1931.

REPLYING FOR MR. REED.

Mr. Reed, one of the Amherstians in this Department, has a letter from his brother to be read to you this morning, and I have in my possession his letter to Mr. Reed in which that the Bureau has not yet violated any colored in Amherst. And as far as the colored men are concerned of course, by appointment to the National Association for the Advancement of the Colored Man in order to be able to interfere officially with the anti-negroites. And while I am sure that such a rule is unwise. I believe that the man that your brother had in mind is a negro who has no place of this character in the Negro's home, as a member of the Negro's colored organization in the Bureau was only to be used for giving information of the Negro's character, and that the man, therefore, had no prejudice against the appointment of colored persons to positions for which they were fitted.

I assure that the applicants who called to see you yesterday, you, but I would like to have it more certain in the future to let any man calling and giving his impression that there is any prejudice upon the part of the Bureau to the appointment of persons based upon race, color or religious belief, for, as in well known, there is no feeling in the Bureau in regard to these matters.

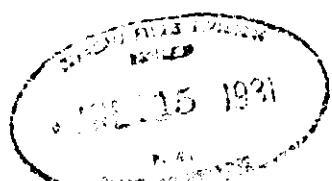
Very truly yours,

Director.

RECORDED 67-9584-1462

67-  
SEARCHED INDEXED SERIALIZED FILED

1931 JULY 15



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GTACG

## 1. Introduction

62

## الطبقة الأولى

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1492 12 1931

67-95264/86

3-27-77

July 4, 1977

Mr. Clyde A. Sutton,  
Division of Investigation,  
Bureau of Alcohol,

Dear Sir:

This will acknowledge the receipt of your communication regarding your desire to be enrolled in the bookkeeping and elementary accounting course in accordance with Bureau Bulletin No. 7. Your name has been placed on the list and you will be furnished with this course.

Very truly yours,

Director.



200

200

5/16/31  
P.M.

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

July 1, 1931.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

Referring to Bulletin No. 7, I am desirous  
of having the Bureau's course in bookkeeping and elementary  
accounting forwarded to me.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.

Referred  
JUL 7 1931 -9524-  
67-9524-141

JUL 7 1931 P. M.  
U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
RECEIVED  
10

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACS

July 1, 1931.

MEMORANDUM FOR THE DIRECTOR.

In accordance with the provisions of Section 33 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

|| A. Single.  
B. Masonic Order  
Sigma Nu Social Fraternity.  
Phi Delta Phi Legal Fraternity  
University Club, Washington, D. C.  
Military Intelligence Division, Officers' Reserve Corps, U. S. Army.  
C. Cedar Rapids, Iowa.  
D. A. B. Degree ) George Washington University.  
LL. B. Degree )  
E. H. A. Tolson  
1332 Farragut Street, N. W.,  
Washington, D. C.  
Telephone - Adams 10057 (Brother).  
F. None.

Respectfully,

Clyde A. Tolson.

RECORDED

JUL 6 1931

67-9524-140  
SEARCHED INDEXED SERIALIZED FILED  
JUL 8 1931 A. M.  
FBI - WASH. D. C.  
Div. Secy.

JOHN E. LEWIS HOOVER  
DIRECTOR

Mr. Tolson  
FBI  
Washington, D. C.  
July 2, 1931.

W. J. Clegg  
7/2/31

CT:ACS

Mr. Tolson  
FBI  
Washington, D. C.

The writer  
does not desire any  
mention of the calendar  
year 1931.

Very truly yours,

W. A. Clegg.

66-2396-251

DEPARTMENT OF JUSTICE

JUL 26 1931 A.M.

SEARCHED INDEXED SERIALIZED FILED

CT:ADS

Aug 6, 1928.

### ENCOURAGING FOR INSTRUCTOR CREDIT

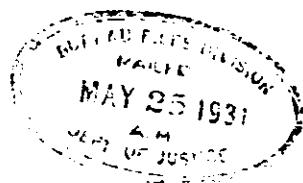
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Should any employee in the field receive a  
note (copy of you commanding him to do it) in  
convention, you will see that he is in violation  
of the Attorney General's statement of the  
order of the President, no increase in salary will be  
permitted until further orders.

This information, of course, should not be voluntarily divulged to employees of the insurance company, but it may be affirmed that in the event of injury it is a consideration in the possibility of receiving increased compensation.

Very truly yours,

1402-1403



RE:100

May 16, 1931.

MEMORANDUM FOR MR. TOLSON  
F. B. I.  
MURKIN  
MURKIN  
MURKIN  
MURKIN  
MURKIN  
MURKIN  
MURKIN  
MURKIN

I am attaching hereto, for your perusal and information  
and such recommendations as you may desire, a copy of the  
report submitted by Inspector Clapp covering his recent  
inspection of the Boston office.

Very truly yours,  
For the Director,

Assistant Director,

RECORDED FILE - Evidence  
SEARCHED

MAY 16 1931

SEARCHED  
INDEXED  
FILED

103403

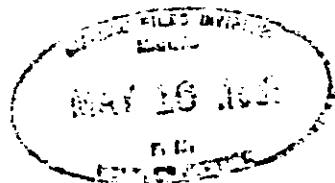
May 16, 1932.

RECEIVED FOR M. T. KAROT  
1. POLICE  
2. POLICE  
3. POLICE  
4. POLICE  
5. POLICE  
6. POLICE  
7. POLICE

I am enclosing herewith my report and  
such records as have been made up to date.  
The report will be forwarded to Inspector General of Police for your  
information or your perusal, as you desire.

Very truly yours,  
For the M. T. K. Karot

Asst. Commr. of Police



RECEIVED

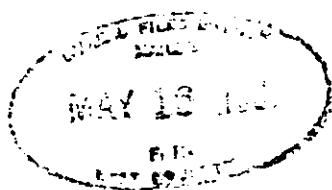
May 16, 1944

RECORDED IN INDEX

2. The following messages are from Mr. Alfons  
K. Kast, Director of the Central Statistical Agency, the  
Report No. 102, dated May 12, 1944, contains the recent  
situation in the Central Statistical Agency.

Alfons K. Kast,  
Central Director,

Central Director.



JER:EO'B

May 12, 1931.

MEMORANDUM FOR MR. TOLSON

MR. SCHLESINGER

MR. PURVIS.

With reference to the investigation of Frank T. Florman which was initiated on April 21, 1931, there are several comments which I am desirous of making concerning the handling of this matter. It was not handled in the manner best desired.

In the first place, I consider that a very serious mistake was made in the placing of a blank sheet of paper in the envelope which was delivered by Mr. Lock to Mr. Florman, and which was supposed to contain the prints of Arthur J. Klein. No one other than those of Arthur J. Klein could have been placed in the envelope. By placing a blank sheet of paper in the envelope, I believe that no man with any degree of intelligence, would have known from the very appearance of the envelope that there was something peculiar about the situation and would have immediately left town.

In the second place, I gave specific instructions that Florman be kept under surveillance until a warrant was obtained and the arrest made. These instructions were not followed and Florman was permitted, after having received the envelope, and having paid a balance of the money to Lockout to depart without any surveillance being effected.

In the third place, the Agent assigned to the case from the Washington Field Office did not keep in contact with his field office and consequently could not be located. It was the evening of Tuesday May 6th, when I learned of the improper handling of the information and was desirous of contacting with the Agent. I believe that the Agent in Charge of the Washington Field Office should insist upon each of his Agents keeping in touch with the local office and keeping the local office advised of their whereabouts so they can be promptly contacted with, if necessary.

Very truly yours,

Director.

RECORDED

67-9524-139

BUREAU OF INVESTIGATION	
FEDERAL BUREAU OF INVESTIGATION	
MAY 14 1931	
RECORDED	SEARCHED
SERIALIZED	INDEXED
FBI - WASH. D. C.	

W.C. [initials]

RECORDED

U.S. MAIL

MAY 18 1931

DEPT. OF JUSTICE

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACE

May 6, 1931.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your memorandum of May 5, 1931, in which you make inquiry as to why your recent instructions concerning the use of envelopes were not complied with in the preparation of the attached letters to the Chairman, Boards of Pardon.

I have been informed by Miss White, Supervisor of the Stenographic Pool, that the letters attached hereto were prepared and left the Pool prior to the receipt of the instructions contained in the inter-office memo. (See dated May 4, 1931, relative to the use of envelopes. I naturally, at the time of the preparation of this memorandum, thought any communications which had been prepared contrary to these instructions would be caught and the envelopes removed by the Billing Clerk prior to transmission to the Department.

Respectfully,

C. A. T.  
Clyde A. Tolson.

Enclosure.

RECEIVED  
MAY 6 1931  
REOPENED  
67-9524-138

MAY 8 1931

JUN 19 1961

1961, 1961.

1961, 1961.

I am enclosing a check for  
the sum of \$10.00 and I hope you will be kind  
of my check.

The attached copy is sent to my  
office for signature of the manager.

Very truly yours,

Director,

Enc.

67-9524-137

JEN:RMC

May 5, 1931.

MEMORANDUM FOR MR. TOLSON.

Will you please refer to my memorandum of yesterday concerning the use of envelopes and advise me why the instructions contained therein were not followed in the preparation of the attached letters to the Chairman, Board of Trade.

Very truly yours,

Director.

Enclosures.

67-9524-136

RECORDED

J. E. D. 54

May 6, 1931.

RECORDED FOR MR. TOLSON.

I give specific orders several days ago concerning the addressing of envelopes in the Bureau and yet yesterday afternoon I received for signature many memorandum addressed to various Departmental officials, notably Mr. Gruber, for which were addressed individual envelopes. I would like to have you take immediate action in my instructions that no envelopes are to be prepared for any memorandum or communication according to any Departmental official and that such memorandum shall be held by the Mail Clerk until the end of the day at which time he shall sort the same and forward the same to the Bureau in an envelope which will be accessible to him at his desk. I assume that there will be envelopes addressed for all Departmental officials in sufficient supply so that the Mail Clerk may have them available at all times.

In regard to the manuscripts and communications addressed to Bureau officials at the Seat of Government, it is my desire that no envelope be prepared therefor and that the same rule be applicable as set forth in the preceding paragraph, with the exception that in matters of urgency or those of a strictly confidential character individual envelopes may be immediately prepared and that such communication will be at once transmitted to the Bureau official at the Seat of Government.

In regard to communications sent to field offices of the Bureau, I would like to have a study made for a period of a week to ascertain how many communications are sent to each Bureau office during the course of that week so that I may determine as to the desirability of having all such communications sent in one envelope each day.

Very truly yours,

Director.

67-9524-135

RECORDED

April 12, 1891.

Franklin D. Roosevelt,  
President,  
Washington,  
D. C.  
Mr. T. C.  
F. D. R.  
Franklin  
D. Roosevelt

I am sending you hereto, for your consideration  
and information, a copy of a letter of mine to  
F. D. R. in which I state that I am convinced, in  
view of the facts of the case, that he is guilty of his  
charge of the sale of whisky.

Very truly yours,

Director.

1.42.

April 20, 1931.

RECORDED ON REC. FORM 2X

SEARCHED  
INDEXED  
FILED  
FBI  
DETROIT  
CIVIL

I am submitting hereto, for your consideration  
and such action as you may deem necessary, the  
original application for a wire order covering the instant  
transaction of the James Cagin office.

Very truly yours,

Director.

EN: DSS

April 17, 1934.

RECOMMENDATION FOR INSPECTION METHODS  
COL. 1  
COL. 2  
COL. 3  
M. DIRECTOR X0  
1934

Conforming verbal conference, it is desired that  
the methods listed below be followed in the inspection of field  
officers.

It is desired that in offering tests to Special Agents  
on Bureau Details, the Inspectors engage in no explanatory arguments  
with the Agent. The Agent's answers should be followed up in  
promptly and sharply. Wherever that is, the individual questions  
should be asked, if the Agent does not understand the question, it  
will, of course, be explained to him; the Agent shall then be given  
a reasonable amount of time in which to answer the entire question and  
will be asked then by the Inspector on the completeness and correct-  
ness of the answer.

Authorization is also granted to Inspectors to deduct  
from final ratings in which tests are made from each Bureau rating  
when the Agent indicates, by the nature of his replies, that he is  
guessing; that he only vaguely knows the correct answer, or when  
he requires so much length of time to reply to give the individual  
questions. It is understood that if the foregoing provision is  
followed closely, only in rare instances will it be necessary to  
necessary to deduct the ten points specified in the foregoing.

Authorization is further granted to deduct an additional  
five points on each Bureau when the answer to a specific question is  
found to demonstrate beyond a doubt, in view of the nature of the  
facts of bureau, a manifest thereby, that the Agent is really lacking  
in the knowledge necessary to conduct the routine investigative work  
of the Bureau and of the procedure necessary therein.

66-13-755

Immunization	Health
Measles	Yes
Smallpox	Yes
Tetanus	Yes
Whooping Cough	Yes

卷之三

Impact was not calculated to 200 days prior to the  
initial oil spill in all cases due to providing a short  
enough time for prediction, or the low confidence of being  
able to predict the rate of the release initially. They do however  
believe it to be 200 days. Impact was 223 of the 400 days as stated in  
the following table section.

It is desired that every effort be made by importers to secure information relative to the safety to life and property of ships. It is believed that considerable care in the performance of the necessary work of the Bureau and cooperation of steamship line will be caused by conscientious efforts.

It is desired that all Inspectors, prior to leaving Burlington, make a detailed review of all personnel files of Agents in the City in order to ascertain the nature of all communications relative to agents, either minor or major, occurring at the office to be inspected. They should also review all other letters contained in office administrative files or otherwise which will show the correspondence between the Bureau and the agents in the City during the period ending between this date and the day of the previous inspection.

Inspector 1220  
Gaines  
Clegg  
Drs. J. J. & J. C.  
Spur

4/17/32.

It will be well for all Inspectors to communicate with all Posts or Sections under their charge on an immediate trip for the purpose of ascertaining any notices that said Posts or Sections believe should be issued to the Inspectors.

The procedure now being followed of recording from faulty word agents and others at number of cars to complete, and repeat again in different cases, is very royal by the Bureau. The general desire is that it be done under the Inspector to acquaint himself with the language presented by the agent of the Bureau, his manner of speaking, general education and ability toward work. Every effort should be made to the point that the Bureau is including the names of C. P. R. men to be used in any recalled and recalled cases, the names to be dictated by agents.

It is desired that it may be often made with a view to eliminating that it be used as a "source of uniformities" list. The desirability of and necessity for a list of this kind has been discussed from time gone.

It is desired that Inspectors make inquiries into the nature and efficiency of telephone systems maintained in Bureau offices.

It is also desired that in giving tests to field office agents, either, a preliminary or trial test of the same number of words to first, allow them; that this be dictated at the same rate of speed and that it be completed in the course of a preliminary interview, as it were, to enable the telephone operators timely communication to acquire the proper intonations using and to accustom themselves to the inflections and intonations of the Inspector's voice.

Very truly yours,

Director.

April 14, 1931.

REMARKS FOR MR. TOWNSEND:

1. Mr. Clegg  
2. Mr. Clegg  
3. Mr. Clegg  
4. Mr. Clegg  
5. Mr. Clegg  
6. Mr. Clegg  
7. Mr. Clegg

I would like to call your attention to the following: Mr. Clegg is allowed to go to the station to cover his son's graduation of the High School of Commerce.

Very truly yours,

Director.

1912.6

April 15, 1912.

RECEIVED FOR THE LIBRARY

LIBRARY  
UNIVERSITY  
OF TORONTO  
1912.6

TO THE LIBRARY, UNIVERSITY OF TORONTO,  
I would like to contribute the sum of \$100.  
to the fund, to be used for the purchase of  
books and periodicals, relating to the history of  
the province.

Very truly yours,

W. H. COOPER.

1912.6

100-262

67-9524-134

April 9, 1931

Mr. Edgar A. Tidmarsh,  
Bureau of Internal Revenue.

100-262

Dear Mr. Tidmarsh:

I do wish to acknowledge receipt of  
your cablegram of March 29th containing a  
suggestion which I submit for consideration  
with a view to possible change in Bureau rules  
and policies.

I desire to express to you my apprecia-  
tion for the courtesy and interest displayed  
by you in the matter and to state that your  
suggestion will receive careful study.

Very truly yours,

Director.

APR 9 1931  
FBI - BUREAU OF INVESTIGATION

W. C. C. N.

P



JENKINS

April 8, 1931.

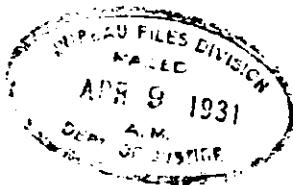
MEMORANDUM FOR MR. TOLSON.

Will you please take steps to select five additional typists for appointment to the Bureau and three additional student fingerprint clerks.

Very truly yours,

Director.

67-0-1651



JEM:JO'B

Aug. 1, 1931.

MEMORANDUM FOR MR. SPENCER  
Mr. Tolson  
Mr. Clegg  
Mr. Quinn

I am attaching hereto a copy of a letter addressed by Inspector Cul-  
ler covering an inspection of the Detroit office in March, 1931. I personally  
went to Detroit, after I had received this letter, and found the same days after  
Mr. Culver had left Detroit. I found conditions almost as bad as Mr. Culver  
had reported. There had been a rather feeble attempt by an agent in Charge to  
correct a few of the conditions. It has been my opinion, however, in the fact  
that in my examination of the Detroit office, and in a study of the employees  
therein, I found that many of the conditions referred to by Mr. Culver had ex-  
isted for over a period of several years.

I note that the Detroit office has been corrected on three occasions since  
March 1930; namely by Inspector Tolson in March 1930; Inspector Quinn in July  
1930; Inspector Quinn in October 1930; and Inspector Clegg in January 1931.  
However, on none of these occasions did the Inspector correct the conditions  
as referred to by Inspector Culver in March 1931. As at the time of those con-  
sitions, if not most of them, the same is existence over a period of several  
years. There is but one conclusion that I can draw and that is that the In-  
spectors have not been as thorough in the examination of this office as they  
should have been.

I have emphasized over and over again, in memorandum and verbally, to  
the Inspectors that I want a real inspection to be made of each of the field of-  
fices. Within the last week or ten days I have made a tour of visit six field  
offices and in two of these field offices I made a detailed examination; in the  
others a general examination was made. I have been very careful, however, with  
the fact that but little or no attention is given to the physical appearance of the office and the condition of its premises; its inven-  
tories; its files, and the contents of the desks in the offices. I am not de-  
sirous of Bureau officials interfering with the personal effects of employees  
in their desks, but I do think that when desks are in official papers bearing  
dates as far back as a year ago, which papers have never been in the files of  
the Bureau and have not been charged to the employee, and when the desks are  
filled with surplus supplies, and无关 articles of Government property, it is  
a matter that should receive attention. When the office is improperly admin-  
istered along this line, it is safe to assume that it is a will to improperly  
administered along the investigative line.

Enclosed to Mr. Nathan

2

2-22-31

I am frank to state that I think the Inspectors have become entirely too perfunctory in the examination of the offices and there must be a marked tightening up by the Inspectors of their work in the individual field offices.

Very truly yours,

Enclo.

Director.

N. H. T.  
T. F.  
Washington  
March 24, 1931

Dear Mr. Tolson:

Please permit me to send admittedly belated acknowledgment in writing of my appreciation of your very kindly and most helpful attitude the morning I was privileged to talk with you.

Indeed, the atmosphere of your office was so much in contrast to those of which I often hear (and of some of which I have personal knowledge) that I continue greatly impressed with my recollection of your affability.

Respectfully yours,

John E. Tamm  
Hon. Clyde A. Tolson,  
Department of Justice,  
Washington, D. C.

67-9524-133

RECORDED

SEARCHED  
INDEXED  
FILED

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

March 7, 1931.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your inquiry as to the reason why I failed to detect the error appearing in the address of the communication prepared in Division Six on March 6, 1931, addressed to Mrs. Amy Hine of West Palm Beach, Florida.

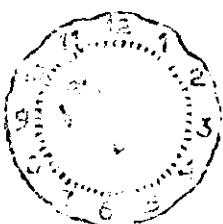
The communication in question was read by me and the error was undetected. I have not made it a practice to carefully check the addresses in all communications forwarded through my office for your signature. I have attempted, however, to read all correspondence except form letters sent to you for signature from Divisions Six and Seven. I have delegated to Miss Shaeffer the duty of checking form letters prepared in these Divisions.

Steps have been taken to re-write the letter to Mrs. Hine, correcting the error in question.

I very much regret that the same was not detected by me prior to transmitting the communication to your office.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.



Recd. 9-1-31

67-9524-132

10

N-112116  
T✓  
Keith

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

March 4, 1951.

Director,  
Federal Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Director:

I have the  
March 1, 1951,  
for the Bureau of  
Investigation.

I would like  
as far as possible  
I have no objection  
in this regard.

I refer to receipt of your letter dated  
February 21, 1951, in which you invited  
me to submit suggestions  
concerning possible changes  
in the administrative and investiga-  
tive system.

I would like to submit such suggestions  
from time to time. At this date,  
I have no objection  
in this regard.

Very truly yours,

O  
Clarence A. Tolson  
Clarence A. Tolson.

MAIL ROOM

67-9524-131

3/28/51

K  
K

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100

THE BOSTONIAN

1. *On the 1st of January, 1863, the slaves in the United States were freed.* This was done by the *Emancipation Proclamation* of Abraham Lincoln, President of the United States.

# THE LITERATURE OF THE ROMANTIC PERIOD

卷之三

7-109

July 10, 1893.

where ~~the~~ <sup>the</sup> ~~is~~ <sup>is</sup> ~~the~~ <sup>the</sup> ~~is~~ <sup>is</sup>

© 1978 by  
Peter J. Cahn

167-9524-130

THE JOURNAL OF

The excuse presented by Mr. Schill, to intercept those children, because of the fact that they are not attending to get up the work out and in, is, I think, in my estimation, is entirely unsatisfactory. Middle work with poor results is, in my estimation, in the electric power plant, already bad. In my estimation, it is not necessary to do the work out in the class, or under the eyes of the teacher.

1. 11. 1966 1967  
1. 1. 1968

and I am going to go  
and get the big all in  
the dogs' world  
so just an easy i  
can fit in to handle  
whatever. In my  
old age I have had  
a lot of fun and will

1. ~~RECEIVED~~

2.

2. ~~RECEIVED~~

2. I have read the above, and I do not know if it is safe to eat the fruits and the vegetables under such circumstances.

3. I have read the extracts in your letter which I do not know if it is safe to eat the vegetables under such circumstances.

4. I would like to be written a letter of the following contents: "I have read the following information, so it is necessary to inform you that the fruits and vegetables must be washed before eating, and the following approximate ratio of water to fruits will be 1:10.

5. I have read the following information, so it is necessary to inform you that the vegetables must be washed before eating, and the following approximate ratio of water to vegetables will be 1:10.

6. I have read the following information, so it is necessary to inform you that the vegetables must be washed before eating, and the following approximate ratio of water to vegetables will be 1:10.

7. I have read the following information, so it is necessary to inform you that the vegetables must be washed before eating.

8. I have read the following information, so it is necessary to inform you that the vegetables must be washed before eating, and the following approximate ratio of water to vegetables will be 1:10.

9. I have read the following information, so it is necessary to inform you that the vegetables must be washed before eating, and the following approximate ratio of water to vegetables will be 1:10.

10. I have read the following information, so it is necessary to inform you that the vegetables must be washed before eating, and the following approximate ratio of water to vegetables will be 1:10.

... I am one of the many of my class, that have been satisfied with  
the new service. I have performed satisfactorily in the new service, which,  
I am following the example of the General in the Army, who ordered  
all the men who have volunteered to be sent to the front, to be correct. I  
volunteered in the 1st Field Artillery, which were to be really volunteers  
and not soldiers, which had 2 years of hard service and then we have been released  
from the service. I wanted to be in a different service  
and I sincerely hope that General Grant to have those retained or replaced.  
You should consider the men that are in the service and the  
General who have to replace the men that are apparently no attention has  
been given to the men.

It is the duty of the employer to furnish a place of work which is safe and healthful for his workers and employees in that respect, to provide and let his tools and bony out in the work room, workbench, or furnace or which

It is my desire to call your attention to the following. I have had occasion to show this to several of my friends. I recall one excuse that Mr. Schilder gave for his conduct. He said it is a case of "oversight", but I consider his excuse to be a poor one. The fact is plain that he is one of the worst in that business, the worst, in fact, that I have ever seen. Certainly seven customers in a day, with a staff of twelve and a dozen employees. It is obvious, therefore, that he has given little or no attention to writers of this

At the annual election a dozen or more names were scattered  
over the ballot, but only three names, or so, on each, was ever on  
the ballot. The voter had to vote for all of the names. He was left on the  
ballot with a dozen or more names of candidates. In this one I never  
saw more than half a dozen.

On the 20th instant, at 10:30 a.m., the last mate, male mate, and a pair of  
females, all in excellent condition, were left in command of the ship.  
The last mate was a 100-ton boat. The last mate and his mate in the boat  
had been on the ship for 10 days, and the mate was probably  
the last mate to be taken on the vessel, in the expectation of east that he gathered  
from the weather.

There were other other omissions which I made which refer to the set of  
instructions, and which could not have been obvious to the  
Administrator, the Executive officer of the Division, and to the Projectors  
and which I failed to implement in division. I see absolutely no excuse that  
anyone, first of all, anyone who has been charged with the responsibility of the  
instructions of the Division, or the compilation of the Division which I obscured just like  
this. I think that the basic, primary function of a Division is to run that its work  
is done in a timely and expeditious manner. But as I have already stated, no Division can  
be run in a timely and expeditious manner when its administrative routine is as inefficient  
as this one.

In little time, and, therefore, be trained to correct this execrable conduct. It would not be necessary for me to give a personal examination of a division in the manner in which I had to make the examination of Division No. 1 at earliest. The Adjutant Director in charge of the Division, the Inspector of the Division, the Division, and the Chief of the Division should certainly have been held in the case of this, in which case I cannot express too strongly my indignation at those officers who have failed in properly meeting their responsibilities in

2. 1976. 2

6.

11. 2

1976. 2

Very truly yours,

Director.

Copy to  
S. L. Adler

JULY 31

67-9524-129

March 5, 1931.

JULY 31.

MEMORANDUM FOR MR. CULBERTSON  
CIEGEL  
DELMER  
KIRKHAM  
TOLSON

I am desirous of bringing to the attention of the officials of the Bureau that at various times I make inspection work a condition which I consider to be most desirable and which I trust will not only be necessary to bring to your attention. I find from my understanding that, when an Inspector inspects a Division or field office every element in the operation of such Division or office is thoroughly gone into and which would cover the physical appearance of the office or station in the office of unusable furniture, and the contents of the desks, tables, and cabinets in the Division or office. I note particularly that some of the Inspectors in their reports have referred to the inspection of the desks of employees and I had assumed that all Inspectors were giving this matter proper attention.

Recently, I had occasion to visit Division Six, which had just had an inspection by the officials of the Bureau. Upon visiting that Division I was compelled to note the deplorable appearance of the same and the absolute lack of any proper administrative supervision of the routine operations of the Division. All desks which I examined contained excessive quantities of supplies, food, fruit, candy, shoes, stockings, and other most dangerous articles. Right underneath radiators and in corners of the room were shoes, stockings and coats. All in all the condition of the Division was a disgrace to the Bureau. The issuance of supplies and received absolutely no supervision and the lossage in this item alone, I think, must have run into the hundreds, if not thousands, of dollars. However, as I have stated, this Division had been but several weeks before inspected by two officials of the Bureau and they, apparently, had ignored these important features in their inspection work.

I am bringing this to your attention in order that there can be steps taken immediately by all persons performing inspection work to give proper attention to their responsibility along this line. The inspection of an office or a division is not to be performed in a perfunctory manner nor do I think that it should be necessary for me, or any other official of this Bureau, to have to inspect the work of an Inspector. I have had complete confidence in all of the Inspectors and in the fact that I have felt they were fully appreciative of the responsibilities resting upon them. I do not want to be forced to doubt in any way my confidence in them.

I hope it will not be necessary for me again to have to call attention of the officials of the Bureau performing inspecting work in any such delinquencies as it has been necessary for me to call attention to in this memorandum.

Very truly yours,

Director.

I, Clayton A. Johnson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Director (field)

on which I am about to enter: So help me God.

(Sign here) Clayton A. Johnson

Subscribed and sworn to before me this ) Where born (State only) Illino

..... 26th ..... day ) Date of birth May 24, 1886

of January ..... A. D. 1886 ) Whence appointed:

State Illino County Henry

Congressional District 10th

Raymond A. Remmington  
Notary Public

X-----X  
:  
: SEAL :  
:  
X-----X

Date of entry upon duty January 26, 1931

Residence 120-1/2 162nd Street NYC

CC: -RD

January 9, 1931.

Mr. C. C. Allen,  
FBI Laboratory,  
Washington, D. C.

Dear:

I am sending herewith a letter from Director to Agent in Charge, FBI Laboratory, concerning the return of the items of evidence, received at the Bureau on the date of your present and previous wire to me, and a copy of the Bureau's letter to you.

Enclosed are with the required copy of office.

Respectfully,

for the Attorney General,

(Signed) Charles P. Sisco  
Assistant Attorney General.

69-9524-128

SEARCHED	INDEXED
SERIALIZED	FILED
JAN 10 1931	
FBI - WASH. D. C.	
	FILE

DEPARTMENT OF JUSTICE  
WASHINGTON, D. C. 20530

100-72-131

R. D. Tolson  
Director of Investigation  
Department of Justice

DO NOT HOLD THIS TELETYPE FOR TELETYPE. FORWARD  
TO THE WASH. OFFICE OF THE BUREAU OF INVESTIGATION  
THROUGH THE BUREAU. ONE TELETYPE PER HOUR  
COSTS \$50.00 (\$5.00 PER HOUR IN ADDITION).

TO: WASH. BUREAU OF INVESTIGATION

URGENT

DO NOT HOLD THIS TELETYPE

RECORDED  
100-72-131

21-282

January 22, 1931.

A. Sheaffer

MEMORANDUM FOR MR. TOLSON.

I regret the necessity of bringing to your attention this particular situation. It concerns the inaccessibility of an office person from my office bringing papers and messages to you. I have specifically instructed to directly message to you. My situation was called to the matter many times and I have disregarded it until recently there have been several occasions when I have directed that certain information be at once given to you, or obtained from you, and, upon calling, inquiry of the assistants in my office, I have been informed that they have been unable to see you.

Today I had occasion to direct that a message be at once delivered to you about a matter on which a Senator had called, and on which I wanted to advise you. Miss O'Brien, of my office, went to convey the message to you and, upon learning that Mr. Nathan was with you, left word with you for you to be called as soon as Mr. Nathan terminated his conference with you. Miss O'Brien was not called, even after Mr. Nathan left your office and was out of your office for a considerable length of time, until she took the matter up with you again.

I must insist that some steps be taken by you to arrange for prompt and ready access by employees from my office to you upon matters which are pressing.

Very truly yours,

Director.

169-9524-121

12-2

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

January 17, 1933.

MEMORANDUM FOR THE DIRECTOR.

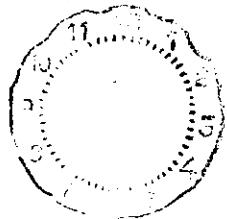
A letter addressed to Mr. A. H. Lewis, 121 Fernwood Street, Saint Louis, Missouri, on January 9, has been returned to the Bureau. It appears that this applicant resides in Saint Joseph, Missouri, and that the letter was inadvertently addressed by Miss Shaeffer X and the error was not detected by her in reading the correspondence. I regret the occurrence of this error.

Respectfully,

C. E. T. - cc: M. R. M.

Clyde A. Tolson.

Enc. One



JAN 13

67-9524-126

RECEIVED  
FEB 13 1933

67-9524-126

Walters

JAN 13 1933

January 9, 1951.

MEMORANDUM FOR MR. HENRY G. COOPER, APPOINTING COMMISSIONER

Please propose the necessary papers changing  
Mr. G. H. G. Nelson's position in the Bureau  
of Alcohol, Tobacco, and Firearms, from Inspector  
to Assistant Director in the field service. Mr.  
Nelson's Civil Service rating are to remain unchanged.

Very truly yours,

Director.

67-9524-125

SEARCHED	INDEXED
SERIALIZED	FILED
FEB 12 1951	
FBI - BOSTON	

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200-44

EDWARD M. HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.  
December 3, 1930.

MEMORANDUM FOR THE DIRECTOR.

In reviewing the printed Annual Report, an error has been noted at the top of page 83 wherein it is stated that during the year 1412 Federal fugitives from justice were located by Bureau employees. This number is incorrect and should have been shown as 1413 in accordance with the tabulation of fugitives located which appears on the same page. The error in this instance was made by the writer.

The first draft of the Annual Report showed 1412 fugitives as having been located and a check of the figures in Division Seven by an accountant disclosed that this figure was in error. In re-preparing the material, the figure was corrected in the tabulation but not in the copy. I exceedingly regret the occurrence of this error.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.



DEC 5 1930

67-9524-134

DEC 4 1930	

CP:MP

October 25, 1950

MEMORANDUM FOR THE DIRECTOR.

In view of the change in the designation of Special Accountants, I desire to recommend that hereafter employees who perform accounting work be referred to in Bureau applications and Bureau correspondence of all kinds as "Special Agent (Accountant)".

Respectfully,

Clyde A. Tolson.

A

69-9524-12  
NOV 5 1950 P. C.  
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FBI - WASH. D. C.

CT:ACS

October 13, 1950.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

It is suggested that the following section be added to the manual:- "Vouchers for Personal Service." Prior authority must be secured from the Bureau before appointing persons for permanent or temporary employment. Vouchers covering personal services should contain a reference to the Bureau communication authorizing same and the number given by the fiscal control section."

Add to Section 14, Paragraph 8:- "In order with the date said employee actually entered on duty in the field office."

Add to Section 14, Paragraph 8:- "When the services of a temporary employee are terminated, the Bureau shall be promptly advised of the actual date of the termination of such services."

Add to Section 14, Paragraph 8:- "Bureau application blanks shall be executed by all appointees."

Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phrasology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

67-9524-120

*[Handwritten signature]*

OT:ACB

(B)

October 13, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

It is suggested that the following section be added to the Manual:- "Whenever the Bureau authorizes temporary, part-time, seasonal and annual employees for permanent or temporary service. Vouchers covering personnel services should contain a reference to the Bureau communication authorizing same and the number given by the payroll control section."

(1) Add to Section 64, Paragraph 2:- "together with the date said employee actually entered on duty in the field office."

(2) Add to Section 64:- "When the services of a temporary employee are terminated, Bureau shall be promptly advised of the actual date of the termination of such services."

(3) Add to Section 61, Paragraph 2:- "Bureau application blanks shall be enclosed in all applications."

(4) Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phrasology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

  
Clyde A. Tolson.

Badges and credentials

MEMORANDUM

Pay Voucher for Personal Services

Send this Voucher to DIVISION  
ACCOUNTS, DEPARTMENT OF  
JUSTICE, WASHINGTON, D. C.  
for settlement.

Voucher No. ....

APPROPRIATION: .....  
(Leave this line blank)

Symbol ....

THE UNITED STATES (FOR DEPARTMENT OF JUSTICE)

To ..... Dr.  
(Name of payee)

Address: .....

Division of Accounts No. ....

(To which checks should be mailed)

CLASS SYMBOL			PERIOD OR SERV- ICE	RATE PER	AMOUNT		Payee may not be to entitled to payment in full for services rendered
					Dollars	Cts.	
		For SERVICES rendered as .....					
		from ..... , 192 , to ..... , 192 , inclusive.					
		On account of ..... (State case or nature of business)					
		REMARKS: ..... ..... ..... .....					
		TOTAL - - - - -			\$		

Date of payment, .....

Aid in cash, \$ .....

Aid by check, \$ .....

Check No. ....

Power of payee named above .....

Account submitted for ..... \$ .....

Differences as follows: .....

APPROVED FOR .....

REMARKS: .....

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

October 7, 1930.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your recent request for information as to why the order directing Special Accountant J. S. Bryan to report at the Training School on October 6, was dispatched from the Bureau.

The records indicate that at the time of the transmission of the order for Accountant Bryan's appearance, it was not known that he was submitting his resignation. However, information to this effect was received on the same day that the letter went out from the Bureau. The error occurred in not canceling the instructions to have him report for training and the responsibility for failing to do this is chargeable to the writer.

I have discussed this matter with Mr. Egan, with whom I conferred frequently in connection with the preparation of orders regarding the Training School and he feels that both of us are at fault in not properly following out the matter.

Respectfully,

Clyde A. Tolson.

67-9524-121

OUT

OCT 8 1930

WHITE HOUSE

October 2, 1950.

MEMORANDUM FOR MR. CARDINAL.

I today requested that Mr. Clyde A. Tolson's name be included in those officials of the Bureau to whom invitations for official functions at the White House are issued. I have been personally advised that Mr. Tolson has ruled that it is not proper to include Mr. Tolson's name because of the fact that he is not given a field appointment. Presently I do not know who is to do with the selection of the members to whom these invitations should be sent. Mr. Tolson and Mr. Clegg are the two Assistant Directors of the Bureau of Investigation. Mr. Tolson was appointed to this position on the first of September, 1930, and, notwithstanding that his salary comes from the field appointment of the Bureau of Investigation, it is my opinion that he should be included with the names of the other officials of the Department whose names are placed upon the list for the White House invitations.

I, therefore, again request, that Mr. Tolson's name be included in the list.

Very truly yours,

Director.

67-9524-120

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

September 30, 1930

67-9524-119  
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MEMORANDUM FOR THE DIRECTOR.

Reference is made to your recent memorandum relative to the errors which were found to exist in the Bureau's statistics for the fiscal year 1930, and in the bankruptcy statistics for previous years.

A careful check of the figures used in the annual report for the fiscal year 1930 has been made by Accountant Jackson, under the supervision of Inspector Egan, and he has found the minor errors existed in the statistics covering probationary sentences, fines, and fugitives. The errors in the first two instances occurred in the addition of the monthly recapitulation sheets, and an error of one fugitive in the total located during the year was not properly recorded.

On July 2, 1930, you addressed a memorandum to the undersigned, stating that it was your desire that the figures and statistics appearing in the annual report be very carefully checked by the writer, with the assistance of Inspectors Keith, and Egan. Copies of this memorandum were forwarded to the two Inspectors. The annual report was prepared and approved in its entirety by all Division Heads and Supervisors, with the exception of Mr. Harvey, and by Inspectors Keith and Egan. So far as I know, none of the Division Heads, Inspectors, or Supervisors, checked these statistics, but accepted the figures prepared in Division Seven. To completely check the statistics recorded in the annual report would take considerable time. Mr. Egan believes that it would take one person from three weeks to a month to thoroughly check these figures. It would appear, therefore, that the responsibility for the errors appearing in the 1930 annual report devolve upon the writer, and that Inspectors Keith and Mr. Egan were at fault in failing to carry out the instructions contained in your memorandum, to the effect that the figures should be very carefully checked.

In order to obviate the possibility of errors appearing in Bureau statistics in the future, I am submitting herewith a memorandum addressed to Division Seven, instructing that the monthly compilation of statistics prepared from the abstract slips be minutely checked by a Bureau Accountant, and that the recapitulation sheets at the end of six months and yearly periods be also checked by an Accountant.